

Message Text

PAGE 01 STATE 076299

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ORIGIN ARA-10

INFO OCT-01 ISO-00 ABF-01 /012 R

DRAFTED BY ARA/MGT/FM:GJKRIEGER:HNB

APPROVED BY ARA/MGT/FM GEORGE J. KRIEGER, JR.

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P 152141Z APR 74

FM SECSTATE WASHDC

TO AMEMBASSY GUATEMALA PRIORITY

UNCLAS STATE 076299

E.O. 11652: N/A

TAGS: AFSP

SUBJECT: SHARED ADMINISTRATIVE SUPPORT

REF: STATE 042433, 045003, 041455, 022844

FROM ARA/MGT/FM

1. TO ENABLE THE EMBASSY TO PREPARE AND SUBMIT A USEFUL SAS INCREASE/DECREASE STATEMENT, THE BUREAU IS HEREWITH FURNISHING DATA, INFORMATION AND GUIDELINES RELATIVE TO THIS REQUIREMENT.

2. FYI, MOST GOING RATE STATEMENTS, SUBMITTED APPROXIMATELY NINE MONTHS AGO COVERING ESTIMATED FY 1974 SHARED OPERATING EXPENSES, WERE SUBJECTED TO DRASTIC DOWNWARD ADJUSTMENTS IN WASHINGTON. THE ONLY REASON FOR THIS ACTION WAS THE BUREAU'S INABILITY TO CONTRIBUTE ITS SHARE OF THE OVERALL COSTS. THE PRINCIPAL CATEGORIES OF EXPENSE AFFECTED BY THESE ADJUSTMENTS WERE ALL EQUIPMENT AND RELATED FREIGHT AND RATHER ARBITRARY CUTS TO ON GOING ACTIVITIES WHICH WERE CALLED QUOTE GENERAL REDUCTIONS UNQUOTE.

3. SINCE SUBMISSION AND REVIEW OF THE GOING RATE STATEMENT, MOST POSTS HAVE REPORTED SIGNIFICANT REQUIREMENTS FOR WAGE AND PRICE INCREASES. IN MANY INSTANCES, THESE COSS WERE NOT COVERED EITHER BY THE GOING RATE STATEMENT OR SUBSEQUENT UNCLASSIFIED

PAGE 02 STATE 076299

INCREASE/DECREASE STATEMENTS.

4. ALSO, THE BUREAU BELIEVES THE WORKLOAD STATISTICS RECENTLY PREPARED IN DRAFT BY POSTS IN CONNECTION WITH THEIR FY 1975 SAS SUBMISSION (SEE STATE 041455) WILL SUGGEST

SIGNIFICANT QUOTE CHANGE IN LEVEL OF SERVICE UNQUOTE FROM
THE ORIGINAL GOING RATE SUBMISSIONS.

5. THE TERM QUOTE APPROVED BY IARS UNQUOTE IS REFERRED TO
IN SEVERAL INSTANCES ELSEWHERE IN THIS MESSAGE. THE BUREAU
IS USING THIS TERM TO INDICATE THE AMOUNTS AGREED UPON AT
THE SAS INTER-AGENCY REVIEW SESSIONS HELD LAST FALL. IN
SOME CASES IT ALSO MEANS THAT PORTION OF RECENT INCREASE/
DECREASE STATEMENTS SUBMITTED WHICH THE BUREAU FEELS WILL
BE AGREED UPON WHEN PRESENTED TO IARS.

6. THE STATUS OF EMBASSY'S OFFICIAL SAS REQUESTS TO DATE
IS AS FOLLOWS:

.....	APPROVED			
.....	REQUESTED	BY IARS	DIFFERENCE	
GOING RATE STATEMENT..	362,644	336,465	-26,179	
INCREASE/DECREASE NO. 1	47,972	25,082	-22,890	
TOTAL.....	410,616	361,547	-49,069	

7. THE DIFFERENCE COLUMN ABOVE IS MADE UP OF THE FOLLOW
ING:

A. ALL EQUIPMENT AND RELATED FREIGHT.....	-15,221
B. GENERAL REDUCTIONS TO THE BASE.....	-10,958
C. INCREASE/DECREASE NO. 1, A-131, ITEM 1 DELETED, ITEM 2B AND 6 IS ANTI-TERRORISM AND ITEM 5 IS FBO FUNDABLE COSTS.....	-22,890
TOTAL.....	-49,069

NOTE: THERE ARE NO SPECIFICS THAT THE BUREAU IS ABLE TO
CONVEY REGARDING THE GENERAL REDUCTION. THE EMBASSY IS
FREE TO RELATE THIS TO THE REDUCTIONS WHICH MAY HAVE
BEEN SPELLED OUT ON ITS DECEMBER SPECIAL FINANCIAL PLAN
SUBMISSION, SCHEDULES III, IV AND V.

UNCLASSIFIED

PAGE 03 STATE 076299

8. BASED ON IARS'S ACTION AND YOUR CURRENT SHARED ALLOT-
MENT, THE FOLLOWING COMPARISON INDICATES THE MINIMUM DOLLAR
AMOUNT OF THE INCREASE/DECREASE STATEMENT WHICH SHOULD NOW
BE PREPARED AND SUBMITTED AS RAPIDLY AS POSSIBLE:

.....	APPROVED	CURRENT	DIFFER-
.....	BY IARS	ALLOTMENT	ENCE
LOCAL WAGE INCREASES.....	-	6,485	6,485
PRICE INCREASES.....	624	4,635	4,011
ANTI-TERRORISM.....	-	10,465	10,465
PROCEEDS OF SALE.....	-	10,766	10,766
EQUIP AND RELATED FREIGHT...	-	-	-
KINDERGARTEN ALLOWANCES.....	-	220	220
EXTRAORDINARY TERMINATION COSTS	-	230	230

ALL OTHER..... 360,923 343,199 -17,724

TOTAL..... 361,547 376,000 14,453

NOTE: MOST OF THE DESCRIPTIVE ITEMS, I.E. LOCAL WAGE INCREASES, PRICE INCREASES, ETC. SHOWN AS CURRENT ALLOTMENT ABOVE CAN BE RECONCILED WITH THE SPECIAL EXPENSE ITEMS REFLECTED ON YOUR LATEST DS-150 ADVICE OF ALLOTMENT. EXTRAORDINARY TERMINATION COSTS REFERRED TO ABOVE RELATE TO SEVERANCE PAY AND TERMINAL LEAVE PAYMENTS INCIDENTAL TO ALL SHARED LOCAL POSITIONS WHICH HAVE BEEN ABOLISHED WITHIN THE PAST SIX MONTHS.

9. ACCORDING TO PARA 8 OF THIS MESSAGE, AN INCREASE/DECREASE STATEMENT IS NOW DUE IN THE AMOUNT OF AT LEAST DOLS 14,453. THE FIGURE WILL PROBABLY BE GREATER BASED ON THE EMBASSY'S EVALUATION OF ITS ANTICIPATED FINAL FY 1974 SHARED ALLOTMENT LEVEL. SEE STATE 041455, PARA 2. IN OTHER WORDS, ADD TO YOUR CURRENT ALLOTMENT, ANTICIPATED WAGE AND PRICE INCREASES FOR THE BALANCE OF THE YEAR, MINIMUM REPLACEMENT EQUIPMENT REQUIREMENTS, UNFUNDED ANTI-TERRORISM MEASURES AND OTHER UNFUNDED MANDATORY REQUIREMENTS.

10. TO COMPLY WITH PARA 3 OF STATE 042433, IT IS SUGGESTED THAT A SPECIAL SECTION OF THE INCREASE/DECREASE STATEMENT BE DEVOTED TO PRICE INCREASES. LEAD-OFF WITH A ONE LINE ENTRY DEDUCTING ALL PRICE INCREASES CURRENTLY APPROVED UNCLASSIFIED

PAGE 04 STATE 076299

BY IARS. SUBDIVIDE REMAINDER OF SECTION BY IMPLEMENTED PRICE INCREASES FROM JULY 1, 1973 TO DATE AND ANTICIPATED PRICE INCREASES FOR THE MONTHS OF MAY AND JUNE. UNDER EACH HEADING, DESCRIBE IN DETAIL EACH PRICE INCREASE GIVING PREVIOUS TOTAL COST FOR ITEM, PERCENT OF INCREASE, EFFECTIVE DATE OF INCREASE AND FY 1974 COST. FY1, PREVIOUS SUBMISSIONS BY POSTS ON THIS SUBJECT, I.E. THE DECEMBER SPECIAL FINANCIAL PLANS, WHICH WERE NOT IN THE AIRGRAM

SAS INCREASE/DECREASE CHANNEL, ARE NOT AVAILABLE TO ALL THE VARIOUS AGENCIES REPRESENTED ON IARS.

11. LOCAL WAGE SCHEDULE REVISION COSTS INCLUDING BONUSES NOT AUTHORIZED PRIOR TO JULY 1, 1973 SHOULD BE HANDLED IN THE SAME MANNER AS PRICE INCREASES. INCLUDE EFFECTS OF WAGE INCREASE ON OTHER EXPENSE CATEGORIES SUCH AS CIVIL SERVICE RETIREMENT, MISCELLANEOUS BENEFITS, OVERTIME, INCREASED COST FOR PROMOTIONS, PERIODIC STEP INCREASES, ETC. ALSO INDICATE WHETHER OR NOT WAGE INCREASE WAS A RESULT OF A HOST GOVERNMENT DECREE.

12. GENERALLY, ITEMS INCREASING OR DECREASING GROSS SHARED

REQUIREMENTS WHICH ARE REFLECTED ON THE INCREASE/DECREASE STATEMENT SHOULD BE DISTRIBUTED TO PARTICIPATING AGENCIES BASED ON THE ORIGINAL GOING RATE PERCENTAGES EXCEPT FOR ANTI-TERRORISM MEASURES AND PROCEEDS OF SALE WHICH ARE TO BE CHARGED 100 PERCENT TO STATE BASIC. OF COURSE, ITEMS WHICH BENEFIT ONE OR MORE AGENCIES IN SUCH A WAY THAT THE STANDARD PERCENTAGES ARE NOT EQUITABLE SHOULD CONTINUE TO BE HANDLED AS SPECIAL EXPENSE ITEMS. IN SUCH CASES, PLEASE FOOTNOTE THE ITEM AND EXPLAIN THE BASIS FOR DISTRIBUTION.

13. A FINAL SECTION OF THE INCREASE/DECREASE STATEMENT SHOULD BE DEVOTED TO CHANGE IN LEVEL OF SERVICE. THIS WILL BE BASED ON A COMPARISON OF FORMS SAS-2, 4, 5 AND 6 SUBMITTED APPROXIMATELY NINE MONTHS AGO WITH THE DRAFT COPIES OF THE SAME NUMBERED FORMS PREPARED RECENTLY IN CONNECTION WITH THE FY 1975 SAS ESTIMATES. SEE STATE 041455, PARA 3. SIGNIFICANT DIFFERENCES BY AGENCY SHOULD BE ANALYZED AND EXPLAINED IN TERMS OF TYPE OF WORKLOAD, I.E. INCREASED OR DECREASED TELEGRAPHIC USAGE, VOUCHERS UNCLASSIFIED

PAGE 05 STATE 076299

PROCESSED, SUPPLIES ISSUED, ETC. A SEPARATE STATEMENT FOR EACH AGENCY IS RECOMMENDED ACCOMPANIED BY A PLUS OR MINUS DOLLAR AMOUNT. THE TOTAL PLUSES OR MINUSES FOR THE VARIOUS AGENCIES MUST TOTAL ZERO. THIS IS VERY IMPORTANT.

14. IT WILL BE HELPFUL TO THE BUREAU, IF ITEMS REQUIRING AN ALLOTMENT INCREASE ARE LISTED UNDER A SPECIAL HEADING ENTITLED ALLOTMENT INCREASES REQUESTED. THIS DOES NOT APPLY TO WAGE AND PRICE INCREASE ITEMS OF THIS NATURE SINCE PARAGRAPHS 10 AND 11 OF THIS MESSAGE MAKES SPECIAL PROVISION FOR ANTICIPATED WAGE AND PRICE INCREASES.

15. SEVERAL POSTS HAVE EXPERIENCED SIGNIFICANT LOCAL CURRENCY DEVALUATIONS SINCE SUBMISSION OF THEIR GOING RATE MATERIAL. THESE POSTS SHOULD INCLUDE A DETAILED STATEMENT AND A MINUS AMOUNT ON THEIR INCREASE/DECREASE SUBMISSION.

16. THE SECTION OF THE INCREASE/DECREASE STATEMENT WHICH PROVIDES THE DISTRIBUTION OF COSTS BY AGENCY COULD CONSIST OF THE FOLLOWING COLUMNAR HEADINGS, IF APPLICABLE:

- A. AGENCY
- B. STANDARD SAS-5 DISTRIBUTION (PERSONAL SERVICES)
- C. STANDARD SAS-6 DISTRIBUTION (OTHER OBJECTS)
- D. SPECIAL ITEMS (FOOTNOTE BASIS FOR DISTRIBUTION)
- E. CHANGE IN LEVEL OF SERVICE (TOTALING ZERO)
- F. OFFSETS (EXPLAIN BY FOOTNOTE)
- G. GRAND TOTAL

17. THE GRAND TOTAL OF THE INCREASE/DECREASE STATEMENT

WHEN ADDED TO THE AMOUNT APPROVED BY IARS PER PARAGRAPHS
6 AND 8 OF THIS MESSAGE SHOULD EQUAL THE SUM OF THE
EMBASSY'S CURRENT SHARED ALLOTMENT PLUS ANTICIPATED AD-
DITIONAL REQUIREMENTS FOR THE BALANCE OF THE FISCAL YEAR.

18. THAT SECTION OF THE INCREASE/DECREASE STATEMENT EN-
TITLED ALLOTMENT INCREASES REQUESTED PLUS THE ANTICIPATED
REPEAT ANTICIPATED WAGE AND PRICE INCREASES REFLECTED AT
THE BEGINNING OF THE INCREASE/DECREASE STATEMENT SHOULD
ALSO EQUAL THE SUM OF THE EMBASSY'S CURRENT ALLOTMENT PLUS
UNCLASSIFIED

PAGE 06 STATE 076299

ADDITIONAL FUNDS NECESSARY FOR THE BALANCE OF THE FISCAL
YEAR. FOR PURPOSES OF THIS INCREASE/DECREASE STATEMENT
ANTICIPATED WAGE AND PRICE INCREASES MAY INCLUDE COSTS
WHICH HAVE ALREADY BEEN INCURRED BUT ARE UNFUNDED, I.E.
FUNDS FOR A RECENT PRICE INCREASE ARE NOT INCLUDED IN
YOUR CURRENT DS-150.

19. THE INCREASE/DECREASE STATEMENT IS DUE IN THE BUREAU
NO LATER THAN APRIL 29. RUSH

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<< END OF DOCUMENT >>

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